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| SUBJECT: _____           |                         |

29 October 1954

on Officers (For Information)

cedures for Full-Time External Training

1. This memorandum is to inform you about certain aspects of the process of selecting persons for full-time external training, with belief that this information will assist you in selecting candidates and in preparing and submitting requests. The procedures discussed herein have been developed as a service (a) to offices desiring to determine whether or not persons under consideration for training are qualified, and which may be best qualified, (b) to individuals wishing consultation and guidance based on objective, thorough evaluation of their capabilities, and (c) to the Agency in assuring that only fully qualified persons are selected for specialists training. Offices are at liberty, and in fact, encouraged to employ these procedures as a means of determining acceptability prior to actual submission of a formal request for training.

2. The qualifications of all candidates for full-time external training are considered by a Qualifications Review Panel. The panel consists of the Chief, External and Language Training Division/OTR, the Chief, Assessment and Evaluation Staff, and other persons as seem appropriate. Normally, appropriate Training Liaison Officers, Division Training Officers (DD/P), and supervisors (branch chiefs or above) are invited to participate in the review of qualifications.

3. It is the responsibility of the Qualifications Review Panel to determine whether or not a candidate appears to be mentally qualified to perform creditably the training assignment for which he is being considered. Review is made specifically in terms of the particular training under consideration and of the objectives with reference to the candidate's assignment after training. The panel does not specifically evaluate qualifications for other types of training, except as alternative types of training may be suggested by the review as more appropriate in terms of qualifications and the objectives. Furthermore, the panel does not concern itself with other considerations involved in determining approval or disapproval, and consequently does not recommend approval or disapproval.

4. Qualifications considered by the panel include:

- a. record of academic training above the high school level
- b. results of EOD tests (Tests are given every Friday. Persons who have entered the Agency since April 1953 are required to take these tests.)
- c. results of Language Aptitude Tests (only for persons whose proposed training includes language)

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- d. records of previous Agency training
- e. fitness reports (or efficiency ratings)
- f. pertinent material in personnel files

Offices or individuals are responsible for providing a, e and f, at least one week prior to consideration of a candidate, and for arranging for b and c at least two weeks in advance.

5. The panel normally meets on the fourth Thursday of each month in the office of the Chief, ELTD/OTR. Cases offered for consideration by the panel should be brought to the attention of the Chief, ELTD/OTR at least one week prior to date of meeting. At the same time, data required by the panel should be available.



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Director of Training

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